

Request for Proposal

ASSIGNMENT TITLE: PROVISION OF LANDSCAPING, GARDENING AND MAINTENANCE SERVICES AT THE AFRICA CDC COMPOUND

Reference No.: ACDC/ADM/NC/05

The Africa Centres for Disease Control and Prevention (Africa CDC) Headquarters located at Haile Garment, Addis Ababa kindly request that you submit your quotation for the provision of landscaping, gardening and maintenance services at the Africa CDC Compound for a period as indicated in the attached contract. This scope of work is prepared for the Africa CDC landscaping, gardening and maintenance work, and it includes the necessary information and detail required for the maintenance work. The contractor shall be committed to employing sustainable and environmentally friendly approaches in all aspects of the landscape maintenance work.

Submission Deadline: Technical and Financial proposal must be delivered on or before **10 July 2026** at 15:00 Hours Local Time.

Validity: Proposals should be valid for at 60 Calendar days from the closing date.

Proposal Opening: Proposals will be opened immediately after the closing hours in the presence of bidders or bidders' representatives who wish to attend. Late submission will be rejected and returned unopened to service provider.

Contract Start Date: 01 September 2026 and ends on 31st August 2028. The Service Contract shall be for an initial period of two (2) years from the date of commencement. At the end of the first year, Africa CDC shall undertake a formal performance appraisal of the service provider to assess performance, service quality, compliance with contractual obligations, and overall market competitiveness. Continuation into the second year shall be subject to satisfactory performance assessment by Africa CDC.

Either party shall provide ninety (90) days written notice prior to termination, expiry, or non-renewal of the Contract.

Site visit: Site visit shall be arranged on appointment. Scheduled dates for site visits are as follows:

All Bidders shall be required to attend a site visit arranged by the procuring entity from Monday 22nd June to Friday 26th June 2026, from 3:00 PM – 4:00 PM prior submitting their offer.

Proposal Submission: Services Providers should ensure that the technical and financial proposals are prepared separately and submitted in different envelopes.

For **Clarification of Bid purposes** only, the Purchaser's address is:

Africa Centres for Diseases Control and Prevention,
Supply Chain Division
Administration Directorate
Lafto Square, Haile Garment,
Africa CDC Office, A1 Tower, 4th floor, Room No. 408

E-mail: Procurement@africacdc.org

Requests for clarification should be received by the Purchaser no later than: **26 June 2026**.

Web page: <https://africacdc.org/bids/>

The language of the Bid is: **English**

All correspondence exchange shall be in English language.

Language for translation of supporting documents and printed literature is **English**

Submission and Opening of Bids

For **Bid submission purposes** only, the Purchaser's address is

Africa Centres for Diseases Control and Prevention,
Supply Chain Division
Administration Directorate
Lafto Square, Haile Garment,
Africa CDC Office, A2 Tower, 4th floor, Room No. 408

The deadline for Bid submission is:

Date: **10th July 2026**

Time: *15:00 hours* .

Bidders ***shall not*** have the option of submitting their Bids electronically.

The Bid opening shall take place at:

Africa Centres for Diseases Control and Prevention,
Supply Chain Division
Administration Directorate
Lafto Square, Haile Garment,
Africa CDC Office, A2 Tower, 4th floor, Room No. 404

SCOPE OF WORK FOR LANDSCAPING, GARDENING AND MAINTENANCE SERVICES AT THE AFRICA CDC COMPOUND

Maintenance Work

Maintenance work consists of keeping plants in healthy growing condition and keeping beds and individual pits in neat appearance. Maintenance work includes cleaning weeds from the landscape area, applying fertile soil and fertilizer once per year where necessary, removing debris and carting away the same, and keeping the landscaped area to the required standard. It also includes;

- Adding plants and trees throughout the entire compound to enhance the landscape and improve the overall environment.
- Maintaining, protecting and preserving all existing greenery and plants within the compound.
- Incorporating indoor plants and greenery within the building corridors and common circulation areas to improve aesthetics and create a more welcoming atmosphere.

General Procedures

- a) All landscaped areas shall always be checked for existing and functioning water points, irrigation systems, and sprinkler systems, and any non-functioning systems shall be reported to the client to provide an alternative supply in the case of water shortage.
- b) Watering shall be carried out once per day in all landscaped areas throughout the year.
- c) Fertilizer application to the required thickness mixed with soil shall be done in all required landscape areas.
- d) Existing trees, shrubs, lawns mowed at appropriate height (max. height of 3 inches), and all other greenery within the compound shall be always preserved and maintained in healthy conditions.
- e) Additional plants and trees introduced into the compound shall be properly selected, planted, and maintained to ensure sustainability and aesthetic enhancement.
- f) Indoor plants placed within corridors and common circulation spaces shall be regularly maintained, watered, cleaned, and replaced when necessary to ensure an attractive appearance.

Plant Areas will be maintained in compliance with the following conditions:

- General Condition: Healthy, free of pests and disease, and in flourishing condition.
- Branches: Free of dead and dying branches and branch tips.
- Foliage: Plants shall bear foliage of normal density, size, and color.

Lawn Areas will be maintained in compliance with the following conditions:

- Roots: Thoroughly knit to the soil.
- Joints: Absence of visible joints.
- Health: All areas show a uniform stand of specified grass in healthy condition.

Maintenance Tasks in the Africa CDC Compound:

- Maintenance of lawn, grass, trees, shrubs, seasonal flower beds, and all plantations including watering, weeding, hoeing, pruning, fertilizing, manure and good earth, pest and disease control (insecticides, fungicides), anti-termite treatment, and grass.
- Keeping plants in healthy growing conditions and keeping beds and individual pits in neat appearance.

- Cleaning and preparation of areas to be planted: evacuation of all disturbing elements, like branches, metal, plastic, superficial ploughing, plants shall be protected from damage.
- Supply, place, spread, and compact approved soil in landscape areas in 300 mm layers to required levels, including leveling and preparation for planting.
- Supply and plant nursery grown grass, sprigs on the area available as required.
- Supply and plant various types of flowers, placement of plants/flowers on need basis
- Supply and plant various types of trees uprooted from ground using truck mounted crane, balled, burlaped and transported and planted on required areas in the Africa CDC compound.

The maintenance shall also include, but are not limited to the following activities;

S/n	Activity	Frequency
1	Make available the required materials, equipment and labour to execute tasks	Regularly
2	Keep on-site competent managers and supervisors	Constantly
3	Watering to promote natural growth. Apply in amounts to prevent excessive runoff. Water shall be suitable for irrigation and free from ingredients harmful to plant life.	Regularly
4	Keep lawns mowed at appropriate height (Max. height of 3 inches)	Regularly
5	String line trimming around the trees, landscape beds and other obstacle areas	Regularly/need basis
6	Cultivate, weed and clean. Keep plant areas free of weeds and grasses	Regularly
7	Remove all trash, debris, unsalvageable and dead materials after mowing	Regularly
8	Edge plants and bed care before mulching and re-mulching	Regularly/Need basis
9	Weed mulched beds to maintain neat appearance	Weekly/need basis
10	Placement of plants/flowers, resetting plants to proper grades or upright position	Need Basis
11	Prune trees, plants and shrubs to maintain natural appearance	Regularly/Need basis
12	Restore planting saucers	Need basis
13	Application of fertilizer	As required
14	Application of chemicals and pesticides against insects, pests and diseases	As required /Need basis

During the maintenance period, any decline in the condition of plantings requires immediate action to identify potential problems and to undertake corrective measures.

Health, safety & security

The maintenance work shall be implemented taking on the health, safety and security of the workers and the end users.

Security

Shades for workers facilities – location subject to the supervisor's approval

Gardening tools

Modern and traditional gardening tools listed for the maintenance work as a minimum requirement during the maintenance work of the project.

Traditional Gardening tools	Modern Gardening tools
Water hose	Tank sprayer for pesticides
Wheelbarrow	Mower
Hoe	Mobile/revolving sprinkler
Spade/Shovel	Hedge trimmer
Fork	Pruning shears

Mattock	
Rake/Lawn rake	

Financial Proposal

Bidders shall submit a comprehensive financial proposal for the provision of landscaping, gardening and maintenance services at the Africa CDC Headquarters based on the requirements outlined in this Terms of Reference (ToR). The proposal shall include a detailed breakdown of all applicable costs, including but not limited to personnel costs, supervision, plants, flowers, uniforms, equipment, machinery, transportation, administrative overheads, and any other related operational expenses necessary for the proper execution of the services.

For pricing purposes, the Africa CDC Headquarters occupies a total plot area of 53,500, out of which 23,059 sqm is green area. Currently, the total plant area and grass area in sqm are 7,163.7 and 8,702.30 respectively

- Bidders shall clearly indicate:
 - Unit price per square meter (m²) for both areas;
 - Total monthly cost;
 - Total annual cost;
 - VAT amount; and
 - Grand total price inclusive of all applicable taxes.
- In addition, bidders are required to conduct a detailed site assessment and familiarize themselves with the actual site conditions, scope of work, accessibility, operational environment, and any other factors that may affect the execution of the services prior to submission of their financial proposal. The site visit shall enable bidders to prepare realistic and responsive proposals based on the actual service requirements.
- Failure to fully assess the site conditions shall not relieve the successful bidder from performing the services in accordance with the contract requirements, service standards, and agreed contract price.